



**VILLAGE OF LAKE ZURICH**  
**Board Of Fire & Police Commissioners**  
200 Mohawk Trail  
Lake Zurich, IL 60047

The special meeting was held on August 20, 2012 at 4:00 p.m. in the Conference Room at the Lake Zurich Fire Department, Station #4 located at 21970 Field Parkway, Deer Park, Illinois.

**CALL TO ORDER:**

The meeting was called to order at 4:00 pm by Commissioner Kelly. The following members were present: Commission Chairman Kelly; Commissioner Grooms; Commissioner Reck; Police Chief Finlon; Fire Chief Wheelock; Office Manager Kauffman and Office Manager Chessner.

**ABSENT:**

None

**OTHERS PRESENT:**

None

**APPROVAL OF MINUTES:**

Commissioner Grooms motioned to approve the minutes of July 17, 2012, seconded by Commissioner Reck. All ayes. Motion approved by voice vote.

**COMMUNICATIONS:**

None

**PENDING BUSINESS:**

**Fire:**

Chief Wheelock distributed the packets with the questions for the promotional testing. Discussion included that each question would be scored between 0 -100 points and then averaged for each candidate. Chief Wheelock also handed out the "staff questionnaire" that was completed by seven members of the department for each candidate. It was also announced that the written promotion test would be given at Station One on August 30<sup>th</sup> at 9:00 am. Commissioner Grooms volunteered to be on hand at the beginning of the test to greet all of the candidates. It was announced that candidate scores would be posted on Wednesday, August 22 after the oral interviews and then another list would be posted on August 30 at the completion of the written test.

Chief Wheelock then reviewed the process for announcing entry level testing to establish an eligibility list for firefighter/paramedics. The announcement for testing will be on The Blue Line website as well as on the Village and Fire Department website. Discussion of test location and dates followed. Applications will be available beginning September 17 with a due date of October 10. The orientation and written exam will be held on October 20 and the oral interviews will be held on Nov. 19 and 20<sup>th</sup>. Discussion also included changing the time of the November meeting of the Board of Fire and Police Commissioners to 4pm on November 20<sup>th</sup>. There was discussion of preference points and using a credit report form. It was also discussed that a second interview would be held after the conditional offer of employment. Form five and six of the Rules of the Fire and Police Commission were amended to match the requirements discussed.

**Police:**

Disciplinary issue has not been resolved. It will be reviewed at the next meeting.



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**NEW BUSINESS:**

**Fire:**

There was discussion of the legislative change to the Firefighter Hiring Bill and the need for the Commissioners to change the Rules to be in compliance. Motion by Commissioner Grooms and seconded by Commissioner Reck to amend the rules to reflect the language approved in the Firefighter Hiring Bill. All ayes and the motion was accepted.

**Police:**

Oral Interview questions for the entry level candidates have been agreed upon and were handed out.

**ADJOURNMENT:**

There being no more business to come before the Board, Commissioner Reck made a motion to adjourn. Seconded by Commissioner Grooms. All ayes. Motion carried by voice vote. Meeting adjourned at 4:22 p.m.

Chairman

*J. H. Kelly*

Date

*9/18/12*

Submitted by:

*Denise Kauffman*

Recording Secretary